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NOTIFICATION

The 27th February 2015

No. 188-R.—In exercise of the power conferred under Article 229 of the Constitution of India, the Chief Justice of the High Court of Orissa hereby makes the following Rules to regulate the Recruitment and Conditions of Service of the persons appointed to the posts in the High Court of Orissa :—

1. Short Title and Commencement :—

These Rules may be called “The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2015” and shall come into force on the date of publication in the Official Gazette.

Explanation :—Nothing in these Rules shall adversely affect any person who was a member of the service on the date of coming into force of these Rules.

2. Definitions :—

(1) In these Rules, unless the context otherwise requires :—

- (a) ‘Appendix’ means the Appendix appended to these Rules;
- (b) ‘Appointing Authority’ means the Chief Justice in respect of the posts classified under Group “A”, “B” & “C” and the Registrar (Judicial) in respect of Group “D” posts;
- (c) ‘Chief Justice’ means the Chief Justice of the High Court of Orissa;
- (d) ‘Committee’ means the respective Committee constituted for different purposes as provided under these Rules ;

- (e) 'Court' means the High Court of Orissa;
 - (f) 'Disciplinary Authority' means the authority competent under these Rules to impose any of the penalties specified in Rule 17 upon the persons serving as the staff attached to the High Court;
 - (g) 'Establishment' means and includes all Offices, Departments, Sections, Branches and other Ancillary Cells, Units and Wings of the High Court of Orissa;
 - (h) 'Governor' means the Governor of Odisha;
 - (i) 'Official Gazette' means the *Odisha Gazette*;
 - (j) 'Probationer' means a member of the service who is on probation ;
 - (k) 'Recruiting Authority' means the High Court of Orissa;
 - (l) 'Schedule' means the schedule appended to these Rules;
 - (m) 'Scheduled Castes and Scheduled Tribes' means such Castes and Tribes as notified by the President of India from time to time under Articles 341 and 342 of the Constitution of India, respectively;
 - (n) 'State Government' means the Government of Odisha; and
 - (o) 'Year' means the calendar year.
- (2) Words and expressions not defined in these Rules, shall have the same meaning as have been assigned in the Odisha Service Code and in case of ambiguity, the determination thereof by the Chief Justice shall be final.

3. Classification of Posts :—

The Staff of the High Court shall, subject to any modification that may be made hereafter, consist of Group A, B, C and D posts and shall be classified as follows:

GROUP -A	Category 01.	Registrar General
	Category 02.	Registrar (Administration)
	Category 03.	Registrar (Judicial)
	Category 04.	Registrar (Inspection)
	Category 05.	Registrar (Vigilance)
	Category 06.	Central Project Co-ordinator
	Category 07.	Additional Registrar (Establishment)
	Category 08.	Joint Registrar (Judicial)

	Category 09.	Joint Registrar (Establishment)
	Category 10.	Senior Principal Secretary to Hon'ble the Chief Justice
	Category 11.	Deputy Registrar (Judicial)
	Category 12.	Special Officer (Administration)
	Category 13.	Special Officer (Special Cell)
	Category 14.	Deputy Registrar (Administration & Protocol)
	Category 15.	Additional Deputy Registrar (Judicial & Establishment)
	Category 16.	Assistant Registrar (Administration)
	Category 17.	Additional Principal Secretary
	Category 18.	Chief Accounts Officer
	Category 19.	Assistant Registrar (Establishment)
	Category 20.	Assistant Registrar (Judicial)
	Category 21.	Assistant Registrar (Judicial & Establishment)
	Category 22.	Establishment Officer
	Category 23.	Stamp Reporter & Oath Commissioner
	Category 24.	Additional Stamp Reporter & Oath Commissioner
	Category 25.	Court Officer- <i>cum</i> -Assistant Registrar
	Category 26.	Senior Secretaries to Hon'ble Judges
	Category 27.	Medical Officer (Allopathic)
	Category 28.	Superintendent
	Category 29.	Secretary to Hon'ble Judges
GROUP -B	Category 30.	Assistant Protocol Officer
	Category 31.	Section Officer
	Category 32.	Homeopathy Medical Officer
	Category 33.	Personal Assistant to Hon'ble Judges
	Category 34.	System Analyst
	Category 35.	Section Officer (Translation Branch)
	Category 36.	Superintendent of Typist Level-I
	Category 37.	Assistant Section Officer
	Category 38.	Peripatetic Stamp Reporter
	Category 39.	Superintendent of Typist Level-II

	Category 40.	Translator
	Category 41.	Judicial Indexer
	Category 42.	Senior Stenographer
	Category 43.	Librarian
	Category 44.	Programmer
GROUP -C	Category 45.	Junior Stenographer
	Category 46.	Senior Typist
	Category 47.	Senior Diarist
	Category 48.	Senior Driver
	Category 49.	Technical Assistant
	Category 50.	Homeopathy Assistant
	Category 51.	Generator Operator
	Category 52.	Diarist
	Category 53.	Copyist
	Category 54.	Driver
	Category 55.	Pharmacist
	Category 56.	Laboratory Technician
	Category 57.	Health Worker (Female)
	Category 58.	Junior Grade Typist/Data Entry Operator
	Category 59.	Treasury Sarkar
	Category 60.	Remunerated Copyist
GROUP-D	Category 61.	Zamadar
	Category 62.	Duftary
	Category 63.	Attender
	Category 64.	Cook-cum-Caretaker
	Category 65.	Mali-cum-Chowkidar
	Category 66.	Orderly & Office Peon
	Category 67.	Farash
	Category 68.	Night Watchman
	Category 69.	Mali
	Category 70.	Gate Keeper
	Category 71.	Permanent Mulia
	Category 72.	Sweeper
	Category 73.	Sweeper-cum-Farash
	Category 74.	Medical Attendant
TENURE POST	Category 75.	Law Reporter

4. Appointment to the different posts :—

Appointment to the posts classified under Groups A, B and C shall be made by the Chief Justice and to the posts in Group D shall be made by the Registrar (Judicial).

The posts mentioned against the categories 1 to 6 shall be filled up from the members of the Odisha Superior Judicial Service, the posts under the categories 11 to 14 and 16 shall be filled up from the members of the Odisha Judicial Service and the posts under the categories 18, 27, 32, 50, 55, 56, 57 & 74 shall be filled up by deputation from the concerned Departments of the Government. All other categories of posts except the category 75 shall be the staff of the High Court of Orissa and those shall be filled up by way of promotion from the feeder post / cadre, subject to requisite qualification and experience and also by way of direct recruitment, as the case may be, as prescribed in Appendix-I.

5. Direct Recruitment :—

- (a) Appointment to the posts in categories 34, 37, 38, 40, 41, 43, 44, 45, 49, 51, 58, 60, 66 to 73 and 50% of the posts in category 54 shall ordinarily be made by direct recruitment through Competitive Examination. The details as to the minimum educational qualification and experience, if any, for the different posts, Scales of Pay, mode of recruitment, etc. have been stated in Appendix- I.
- (b) Every candidate for appointment by direct recruitment shall not be below 21 years of age and above 35 years of age in case of Group 'B' & 'C' categories, and above 37 years of age in case of Group 'D' category as on 1st day of January of the year in which the recruitment is held subject to the age relaxation for the candidates of the reserved categories as provided hereinafter. He/She shall be possessed of good conduct, active habits and free from any communicable disease.
- (c) The recruitment process shall be held at least once in a year so that the vacancies are filled up timely.
- (d) The candidates for appointment by direct recruitment shall appear at the written examination and interview at their own cost and shall have to pass such other test(s) as may be prescribed by the High Court for assessment of merit and suitability.
- (e) The appointing authority may satisfy itself about the desirability or otherwise of appointing any particular candidate to any post by making such enquiry as he may deem necessary.

- (f) The recruitment examination for different posts shall be conducted as per the syllabus morefully given in Appendix II-A to II-L as indicated herein below:

Category No.	Name of the post	Syllabus of recruitment examination
(1)	(2)	(3)
34	System Analyst	As in Appendix- II-A
37	Assistant Section Officer	As in Appendix- II-B
38	Peripatetic Stamp Reporter	As in Appendix- II-C
40	Translator	As in Appendix- II-B
41	Judicial Indexer	As in Appendix- II-D
43	Librarian	As in Appendix- II-E
44	Programmer	As in Appendix- II-A
45	Junior Stenographer	As in Appendix- II-F
49	Technical Assistant (Library)	As in Appendix- II-E
51	Generator Operator	As in Appendix- II-G
54	Driver	As in Appendix- II-H
58	Junior Grade Typist / Data Entry Operator	As in Appendix- II-J
60	Remunerated Copyist	As in Appendix- II-K
66 to 73	Group – D Posts	As in Appendix- II-L

6. Selection and Appointment of Law Reporter :—

- (i) A person to be eligible for appointment as Law Reporter in category 75 should be an Advocate of at least 10 years' standing practice in the High Court and should not be less than 35 years and above 65 years of age on the date of his appointment to the post.
- (ii) When the post of Law Reporter falls vacant or is about to fall vacant, the Registrar (Judicial) of the High Court shall prepare a list of at least five eligible candidates and submit the same to the Chief Justice for consideration and selection of one of them for appointment as Law Reporter :

Provided that if the Chief Justice is of the opinion that there is any other suitable candidate whose name is not included in the list, he may include that name in the list.

- (iii) The Chief Justice may interview the candidates before making the selection and for this purpose, he may appoint a committee comprising three Judges to assist him. The nature of test, if any, for such selection may be decided by the Chief Justice.
- (iv) The appointment of the Law Reporter shall be for a period of one year and no person shall continue in the said post after he attains the age of 65 years :

Provided that, if at any time during the tenure of one year, the Chief Justice is of the opinion that for the reason of ill health or any other cause, the Law Reporter is no more suitable to continue as such, the Chief Justice may terminate his appointment by giving one month's notice.

7. Selection Committee and invitation of applications :—

- (i) There shall be one or more committees constituted by the Chief Justice for screening of applications, conducting recruitment examination and selection of candidates for various posts in the High Court of Orissa. After obtaining the total number of vacancies, i.e. existing vacancy and the vacancy likely to occur in near future, the advertisement shall be issued in at least two newspapers, one of which must be in odia language, having wide circulation in the State and also in the Court's Official website. In addition thereto, names of the candidates may be requisitioned from Employment Exchange.
- (ii) The qualification, age, experience, method of examination, examination fees, mode of payment of examination fees, reservation for SC/ST/ other categories should be reflected in the advertisement.
- (iii) The applications as prescribed by the High Court of Orissa may be invited through Online process. The Candidate shall go through the instructions "how to apply Online" available on the website of the High Court of Orissa, i.e. **www.orissahighcourt.nic.in** (recruitment corner) in order to understand the complete procedure for filling up and submitting application forms successfully and the guidelines for scanning and uploading photograph, signature and payment of Examination fees through Treasury Challan or Online, i.e. through all such Credit Card/ Debit Card/ Net Banking System.
- (iv) The applicant shall pay non-refundable and non-adjustable fees as indicated in the advertisement in shape of Treasury Challan under the Head "0070-Other administrative services-01-Administration of Justice-501-Services and Services Fees –9903220-Home Department – 9915770 - Examination fees" or through Online.

Provided that the candidates belonging to SC/ ST category shall be exempted from payment of Examination Fees as per provisions of the Odisha Reservation of Vacancies in posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and Rules thereunder or other Rules and Order, if applicable. The candidates should ordinarily be advised to download their Admit Cards for the examination from the website of the High Court of Orissa.

8. Reservation :—

In case of direct recruitment for any post, the Rules of reservation as prescribed by the State Government from time to time, shall be applicable, but in no circumstance, the number of posts reserved shall exceed 50% of the total number of posts.

In case the reservation as per the State Act & Rules exceeds 50%, the decision of the Chief Justice shall be final so as to restrict the reservation up to 50% of the vacancy.

9. Selection Process :—

After receipt of applications for recruitment examination, separate list for General and Individual Reserved Categories shall be prepared and placed before the appropriate Committee for screening of the applications.

- (a) The appropriate Committee at its discretion may call either all the eligible applicants for a post or any number thereof by way of short listing them on the basis of educational qualification/career marks to appear at the Competitive Examination.
- (b) After screening of applications, a list of eligible candidates shall be prepared and uploaded in the High Court website for general information. The information regarding Examination Schedule shall also be uploaded.
- (c) As regards the posts for which Written Examination, Computer skill test and *viva voce* test are prescribed, the appropriate Committee at its discretion will decide the number of candidates out of those coming out successful in written examination to be called to appear at Computer test and the number of candidate out of those qualified in Computer test to appear at *viva voce* test. The Committee for this purposes may fix cut off marks or adopt short listing method for general and reserved categories.
- (d) The Computer test, wherever prescribed, should be of qualifying in nature and the qualifying mark shall be 50% of the total marks allotted for the said test. The marks secured by a candidate in computer test shall not be taken into account while drawing up the final merit list.
- (e) On the basis of the marks secured in the Written test and *viva voce* test, the final merit list for general category with separate lists exclusively for individual reserved categories shall be prepared according to descending order of marks secured by the candidates.
- (f) The appointing authority reserves every right to disqualify any candidate.
- (g) The final selection lists shall be placed before the Chief Justice for approval, for giving appointment to fill up the vacancies.

10. Duration of Selection List :—

The list of selected candidates in respect of the posts advertised shall remain valid for a period of one year from the date of first appointment from such list or till the date of notification of next recruitment, whichever is earlier.

11. Probation and Confirmation :—

- (1) Every person appointed to the service shall be on probation for a period of two years: Provided that the appointing authority may, if it thinks fit in any case or class of cases, extend the period of probation:

Provided further that such period of probation shall not include :—

- (a) Extraordinary leave;
 - (b) Period of unauthorized absence; or
 - (c) Any other period held to be not being on actual duty.
- (2) The appointment of a probationer may, for good and sufficient reasons to be recorded in writing, be terminated by the authority at any time without previous notice during the period of probation including extension of such period.
- (3) A probationer after completion of the period of probation to the satisfaction of the authority and successful completion of training, if any, during the period shall be eligible for confirmation against the substantive post in the cadre.

12. Fixation of Seniority and Gradation :—

- (a) A gradation list of the candidates shall be prepared in order of seniority of members of different categories in Group 'A', 'B', 'C' & 'D' services. The seniority of members of staff of the High Court in a grade/cadre shall be determined in accordance with the position secured by them in the competitive examination or basing upon promotion, as the case may be.
- (b) Where members are recruited to a grade/cadre by promotion and by direct appointment at the same time, the promotees shall take precedence over the direct recruits in the gradation list.
- (c) Members promoted at the same time will retain the position *inter se* which they held in the Grade/Cadre from which they were promoted.

13. Promotion and Reservation :—

- (a) Promotions to the various posts in the High Court Service shall be made by the appointing authority basing on merit with due regard to seniority and suitability as per the provisions specified in Column (8) of Appendix-I.
- (b) Vacancies, permanent or casual, in the posts, except the posts to be filled up by direct recruitment as referred to in Rule 5 shall ordinarily be filled up by promotion. Such promotion shall be made from the employees belonging to the feeder cadre having minimum qualification and experience as required for promotion to the next higher post as shown in Appendix-I to the Rules.

Provided that in the event of non-availability of eligible/suitable candidates for being considered for promotion, appointment may be made by direct recruitment to fill up the vacancies in the promotional posts.

Further provided that the staff holding the post of the Court Officer-*cum*-Assistant Registrar or the Assistant Protocol Officer will also be included within the zone of consideration for promotion to any post carrying next higher scale of pay, when their juniors become entitled for consideration for such promotion.

- (c) The provisions of Odisha Reservation of Vacancies in posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made thereunder, and the provisions of other Law and Rules for the time being in force in the matter of reservation shall apply to appointments on promotion subject to the decision of the Chief Justice in this regard, wherever necessary.

- (d) There shall be separate Promotion Committees to be constituted by the Chief Justice for the purpose of selection of the staff of different categories of posts for the purpose of promotion.
- (e) The Chief Justice may, in case of a suitable and highly deserving candidate or class of candidates and for exigency, dispense with all or any of the above requirements.
- (f) Without prejudice to other liability, if any, that may be incurred under any of the provisions of these Rules, a member of the staff who expresses his unwillingness to accept a higher post or who being promoted to the higher post, fails to join the post within the time stipulated without sufficient reason, shall be liable to be debarred from claiming any such promotion in future.

14. Assured Career Progression :—

Whenever an employee does not get promotion to the next higher post or his/her pay is stagnated in the same cadre, as the case may be, he/she shall be allowed to get Assured Career Progression Scale of Pay as decided by the Govt. from time to time.

15. Other Conditions of Service :—

- (a) In respect of such matters regarding the conditions of service of the staff of the Court for which no express provision or insufficient provision has been made in these Rules, the Rules and Orders for the time being in force and applicable to the employees holding corresponding posts in the Government of Odisha, shall regulate the conditions of service of the staff subject to such modifications, variations or exceptions, if any, in the said Rules and Orders, as the Chief Justice may, from time to time specify.

Provided that no Order containing modifications, variations or exceptions in Rules relating to salaries, allowances, leave or pension, shall be made by the Chief Justice except with the approval of the Governor.

Provided further that the powers exercisable under the Rules and Orders of the State Government by the Governor or by any authority subordinate to the Governor shall be exercised by the Chief Justice or by such other person as the Chief Justice may, by general or special order, direct.

- (b) Any question arising as to which Rules or Orders are applicable to the case of any person serving as the staff attached to the High Court shall be decided by the Chief Justice.

16. Suspension :—

- (1) The Chief Justice or any other Officer empowered by the Chief Justice may place a member of the staff of the High Court under suspension:—
 - (a) where a disciplinary proceeding against him/her is contemplated or pending, or
 - (b) where a case against him/her in respect of any criminal offence is under investigation or trial.

- (2) A staff attached to the High Court who is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Chief Justice or the appointing authority, as the case may be, and shall remain under suspension until further orders.
- (3) An order of suspension made or deemed to have been made under this Rule may, at any time, be revoked by the authority which made or is deemed to have made the Order, or by any authority to which that authority is subordinate.
- (4) The disciplinary authority, while passing the final order of punishment or of release in the disciplinary proceedings against the staff, shall give directions about the treatment of the period of suspension, which is passed not as a measure of substantive punishment but as suspension pending inquiry, and indicate whether the suspension would be a punishment or not.

17. Penalty :—

The following penalties may, for good and sufficient reasons, be imposed by the appointing authority upon the persons serving on the staff attached to the High Court :—

- (i) Censure;
- (ii) Withholding of increment(s) or promotion;
- (iii) Reduction to a lower post on time-scale or to lower stage in the time-scale;
- (iv) Recovery by deduction from pay of the whole or part of any pecuniary loss caused to the State Government by negligence or breach of orders or any criminal act;
- (v) Fine;
- (vi) Suspension;
- (vii) Removal from service, which shall not be a disqualification for future employment;
- (viii) Dismissal from service; and
- (ix) Compulsory retirement from service.

Provided that no person on the staff attached to the High Court shall, unless it be on the ground of conduct which has led to his conviction on criminal charge or unless the appointing authority in writing is satisfied that it is not reasonably practicable or expedient in the interest of the institution to give such person an opportunity of showing cause, be dismissed, removed or reduced in rank unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

Explanation- (1) The discharge of a person—

- (a) Appointed on probation during the period of probation;
- (b) Appointed otherwise to hold a temporary or officiating appointment on the expiration of the period of appointment;
- (c) Engaged under a contract in accordance with the term of his contract; shall not be deemed to be a removal or dismissal within the meaning of this Rule.

Explanation- (2) The reversion to his original post of a person appointed on *ad hoc* basis to a superior post shall not be considered as reduction in rank within the meaning of this Rule.

18. Enquiry :—

The Rules, Regulations and Orders regulating enquiries into allegations and Disciplinary Proceedings against Government employees in the service of the Government of Odisha shall apply *mutatis mutandis* to enquiries and disciplinary proceedings of the members of the staff attached to the High Court.

19. Appeal :—

- (a) Every person on the staff attached to the High Court shall be entitled to appeal to the Chief Justice against any order passed by the Registrar (Judicial) who imposes upon him any of the penalties specified in Rule 17 or interprets these Rules to his disadvantage, and the orders of the Chief Justice passed in appeal shall be final.
- (b) An appeal against an order passed by the Chief Justice in the first instance imposing on such person any of the penalties specified in the Rule 17 or interpreting these Rules to the disadvantage of any such person shall lie to the Appeal Committee consisting of three Judges of the Court to be constituted by the Chief Justice :

Provided that no such appeal shall be entertained by the Chief Justice or the Appeal Committee unless it is filed with the Registrar (Judicial) of the Court within a period of 30 days from the date of communication of the Order to be appealed against:

Provided further that the Chief Justice or the Appeal Committee, as the case may be, for sufficient cause, may condone the delay in filing of appeal.

20. Relaxation :—

Notwithstanding anything provided herein before, the Chief Justice may, by order, relax or dispense with any of the provisions of these Rules in administrative exigencies for reasons to be recorded in writing.

21. Repeal and Saving :—

The Orissa High Court (Appointment of Staff) Rules, 1963 and The Orissa High Court (Conditions of Service of Staff) Rules, 1963 are hereby repealed :

Provided that any order or appointment made, action taken or things done under the Rules, Regulations, Instructions or Orders so repealed shall be deemed to have been made, taken or done under these Rules.

22. Interpretation :—

All questions relating to the interpretation of these Rules shall be referred to the Chief Justice, whose decision thereon shall be final.

By Order,

G. MOHAPATRA

Registrar (Judicial)

APPENDIX - I

Category of post	Sl. No.	Designation	Sanctioned strength	Minimum qualification	Experience, if any	Scale of pay	Mode of recruitment
1	2	3	4	5	6	7	8
Group –A	1	Registrar General	1	An Officer in the Cadre of District Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Superior Judicial Service.
	2	Registrar (Administration).	1	An Officer in the Cadre of District Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Superior Judicial Service.
	3	Registrar (Judicial).	1	An Officer in the Cadre of District Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Superior Judicial Service.
	4	Registrar (Inspection).	1	An Officer in the Cadre of District Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Superior Judicial Service.
	5	Registrar (Vigilance).	1	An Officer in the Cadre of District Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Superior Judicial Service.
	6	Central Project Co-ordinator.	1	An Officer in the Cadre of District Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Superior Judicial Service.
	7	Additional Registrar (Establishment).	1	Bachelor's Degree in Law from a recognized University.	..	₹ 37,400—67,000/- + G. P. 8,700/-	By promotion from the post of Joint Registrar basing on merit with due regard to seniority and suitability and subject to his possessing the requisite qualification.
	8	Joint Registrar (Judicial).	1	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto.	..	₹ 15,600—39,100/- + G. P. 7,600/-	By promotion from the post of Additional Deputy Registrar (Judicial & Establishment) basing on the merit with due regard to seniority and suitability and subject to his possessing the requisite qualification.

1	2	3	4	5	6	7	8
Group - A	9	Joint Registrar (Establishment).	1	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	..	₹ 15,600—39,100/- + G. P. 7,600/-	By promotion from the post of Additional Deputy Registrar (Judicial & Establishment) basing on the merit with due regard to seniority and suitability, and subject to his possessing the requisite qualification.
10	Senior Principal Secretary to Hon'ble the Chief Justice.	1	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto, having good knowledge in Hindi and English and is a fit person to hold the post in the opinion of the Hon'ble Chief Justice.	At least 1 year as Additional Principal Secretary or 2 years as Senior Secretary to Hon'ble Judges.	₹ 15,600—39,100/- + G. P. 7,600/-	By promotion from the post of Additional Principal Secretary/ Senior Secretaries basing on the merit with due regard to seniority and suitability, and subject to his possessing the requisite qualification.	
11	Deputy Registrar (Judicial).	1	An Officer in the Cadre of Senior Civil Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Judicial Service.	
12	Special Officer (Administration).	1	An Officer in the Cadre of Senior Civil Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Judicial Service.	
13	Special Officer (Special Cell).	1	An Officer in the Cadre of Senior Civil Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Judicial Service.	
14	Deputy Registrar (Administration & Protocol).	1	An Officer in the Cadre of Senior Civil Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Judicial Service.	
15	Additional Deputy Registrar (Judicial & Establishment).	3	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto, with elementary knowledge in Rules and practice of the High Court of Orissa.	Should have minimum experience of one year in the cadre of Asst. Registrar.	₹ 15,600—39,100/- + G. P. 6,600/-	By promotion from the cadre of Assistant Registrar basing on the merit with due regard to seniority and suitability, and subject to his possessing the requisite qualification.	

1	2	3	4	5	6	7	8
Group - A							
16	Assistant Registrar (Administration).	1	An Officer in the Cadre of Civil Judge.	..	Own Scale of Pay	On deputation from the members of the Orissa Judicial Service.	
17	Additional Principal Secretary.	1	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto, having good knowledge in Hindi and English and is a fit person to hold the post in the opinion of the Hon'ble Chief Justice.	At least 1 year as Senior Secretary to Hon'ble Judges.	₹ 15,600—39,100/- + G. P. 6,600/-	By promotion from the post of Senior Secretary basing on the merit with due regard to seniority and suitability.	
18	Chief Accounts Officer.	1	An Officer of Odisha Finance Service.	..	₹ 15,600—39,100/- + G. P. 6,600/-	On deputation from the Finance Department of the State Government.	
19	Assistant Registrar (Establishment).	1	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto.	..	₹ 9,300—34,800/- + G. P. 5,400/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, on the basis of merit with due regard to seniority & suitability.	
20	Assistant Registrar (Judicial).	3	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto.	..	₹ 9,300—34,800/- + G. P. 5,400/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, on the basis of merit with due regard to seniority & suitability.	
21	Assistant Registrar (Judicial & Establishment).	1	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto.	..	₹ 9,300—34,800/- + G. P. 5,400/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, on the basis of merit with due regard to seniority & suitability.	
22	Establishment Officer.	1	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto.	..	₹ 9,300—34,800/- + G. P. 5,400/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, on the basis of merit with due regard to seniority & suitability.	

1	2	3	4	5	6	7	8
Group - A	23	Stamp Reporter & Oath Commissioner.	1	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	..	₹ 9,300—34,800/- + G. P. 5,400/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, on the basis of merit with due regard to seniority & suitability.
	24	Additional Stamp Reporter & Oath Commissioner.	10	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 6 years <i>in toto</i> working both as Section Officer and Superintendent.	₹ 9,300—34,800/- + G. P. 5,400/-	By promotion from the post of Superintendent basing on the merit with due regard to seniority and suitability.
	25	Court Officer-cum-Assistant Registrar.	1	Bachelor's Degree from any recognized University having proficiency in English, Odia, Hindi and experience to deal with the Hon'ble Judges.	..	₹ 9,300—34,800/- + G. P. 5,400/-	By way of selection from the post of Superintendent/Section Officer basing on the merit and suitability.
	26	Senior Secretary	4	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 5 years working as Secretary.	₹ 9,300—34,800/- + G. P. 5,400/-	By promotion from the post of Secretary basing on the merit with due regard to seniority and suitability.
	27	Medical Officer (Allopathic)	1	A Medicine Specialist	..	₹ 15,600—39,100/- + G. P. 5,400/-	On deputation from the Health Department of the State Government.
	28	Superintendent	24	Bachelor's Degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 3 years working in feeder cadre.	₹ 9,300—34,800/- + G. P. 4,800/-	By promotion from the post of Section Officer basing on the merit with due regard to seniority and suitability.

1	2	3	4	5	6	7	8
Group - A	29	Secretary	19	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 5 years working in feeder cadre.	₹ 9,300—34,800/- + G. P. 4,800/-	By promotion from the post of Personal Assistant basing on the merit with due regard to seniority and suitability.
Group - B	30	Assistant Protocol Officer.	1	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto and having good knowledge in English, Hindi and Odia and experience to deal with the Hon'ble Judges.	Should have minimum experience of 5 years working as Assistant Section Officer.	₹ 9,300—34,800/- + G. P. 4,600/-	By way of promotion on the basis of selection from the post of Assistant Section Officer those who are willing to work even in odd hours and also basing on the merit and suitability.
	31	Section Officer	72	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 9 years working as Assistant Section Officer.	₹ 9,300—34,800/- + G. P. 4,600/-	By promotion from the post of Assistant Section Officer and Peripatetic Stamp Reporter basing on the merit with due regard to seniority and suitability.
	32	Homoeopathy Medical Officer.	1	₹ 9,300—34,800/- + G. P. 4,600/-	On deputation from the Health Department of the State Government.
	33	Personal Assistant.	27	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 9 years working in feeder cadre.	₹ 9,300—34,800/- + G. P. 4,600/-	By promotion from the post of Senior Stenographer basing on the merit with due regard to seniority and suitability.
	34	System Analyst.	1	B. E./ B. Tech Degree in Computer Science/I. T. or M.C.A. or M. Sc. Degree in Computer Science with first Class or equivalent position from a recognized University/ Institution.	Minimum 3 years of experience in Programming/ Software Development.	₹ 9,300—34,800/- + G. P. 4,600/-	By direct recruitment.

1	2	3	4	5	6	7	8
Group - B	35	Section Officer (Translation Branch).	1	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 9 years working in feeder cadre.	₹ 9,300—34,800/- + G. P. 4,600/-	By promotion from the post of Translator basing on the merit with due regard to seniority and suitability.
	36	Superintendent of Typists, Level - I.	2	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	..	₹ 9,300—34,800/- + G. P. 4,600/-	By promotion from the post of Superintendent of Typists Level - II basing on the merit with due regard to seniority and suitability.
	37	Assistant Section Officer.	285	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto. He/She must have adequate knowledge in Computer Application.	..	₹ 9,300—34,800/- + G. P. 4,200/-	(a) By direct recruitment through competitive examination. (b) 10% of vacancy arising in a year subject to a maximum of 10 posts shall be filled up by promotion on the basis of selection from the post of Senior Grade Typists and Senior Grade Diarists who have rendered at least 10 years of continuous service inclusive of atleast 3 years of service in the respective posts having requisite qualification for the post of Assistant Section Officer.
							(c) 10% of vacancy arising in a year subject to a maximum of 2 posts shall be filled up by promotion on the basis of selection from the post of Copyists who have rendered at least 5 years of continuous service having requisite qualification for the post of Assistant Section Officer.

1	2	3	4	5	6	7	8
Group - B	38	Peripatetic Stamp Reporter.	2	Bachelor's degree in Law from a recognized University with adequate knowledge in Computer Application.	At least 5 years of working experience in any Subordinate Court Establishment in Group -C category or 3 years of practice at Bar.	₹ 9,300—34,800/- + G. P. 4,200/-	By direct recruitment
39	Superintendent of Typists, Level - II.	5	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 10 years working in feeder cadre or 18 years of total continuous service both in the ranks of Junior Typist and Senior Typist.	₹ 9,300—34,800/- + G. P. 4,200/-	By promotion from the post of Senior Typists basing on the merit with due regard to seniority and suitability.	
40	Translator	5	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto having English/Odia as an Honours subject with adequate knowledge in Computer Application.	..	₹ 9,300—34,800/- + G. P. 4,200/-	By direct recruitment	
41	Judicial Indexer	1	Bachelor's degree in Law from a recognized University with adequate knowledge in Computer Application.	At least 5 years of working experience in High Court or any Subordinate Court Establishment in Group -C category or 3 years of practice at Bar.	₹ 9,300—34,800/- + G. P. 4,200/-	By direct recruitment	

1	2	3	4	5	6	7	8
Group - B							
42	Senior Stenographer.	23	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto having adequate knowledge in Computer Application.	Should have minimum experience of 3 years working in feeder cadre.	₹ 9,300—34,800/- + G. P. 4,200/-	(i) By promotion from the post of Junior Stenographer basing on the merit with due regard to seniority and suitability. (ii) In case of non-availability of eligible/suitable candidates for promotion, appointment may be made by direct recruitment.	
43	Librarian	1	Bachelor's degree in any discipline from a recognized University with minimum 2nd class and a degree in Library Science with PGDCA or such other qualification equivalent thereto from any Government recognized institution.	2 years experience in a recognized Library.	₹ 9,300—34,800/- + G. P. 4,200/-	By direct recruitment	
44	Programmer	1	B. E./ B. Tech Degree in Computer Science/I. T. or M.C.A. or M. Sc. Degree in Computer Science with first Class or equivalent from a recognized University/ Institution.	Minimum 1 year of experience in Programming/ Software Development.	₹ 9,300—34,800/- + G. P. 4,200/-	By direct recruitment.	
Group - C							
45	Junior Stenographer.	14	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto with a minimum speed of 80 words per minute in Short Hand & 40 words per minute in type writing. He/She should have passed Diploma in Computer Application from any Government recognized institute.	..	₹ 5,200—20,200/- + G. P. 2,400/-	By direct recruitment	

1	2	3	4	5	6	7	8
Group - C	46	Senior Typist	38	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 8 years working in feeder cadre.	₹ 5,200—20,200/- + G. P. 2,400/-	By promotion from the post of Junior Grade Typist or Data Entry Operator basing on the merit with due regard to seniority and suitability.
	47	Senior Diarist	2	He/She should have passed at least Class - VIII examination.	Should have minimum experience of 1 year working in feeder cadre.	₹ 5,200—20,200/- + G. P. 2,400/-	By promotion from the post of Diarist basing on the merit with due regard to seniority and suitability.
	48	Senior Driver	2	Having expertise in driving of Light Motor Vehicles.	..	₹ 5,200—20,200/- + G. P. 2,200/-	By promotion from the post of Driver basing on the merit with due regard to seniority and suitability.
	49	Technical Assistant (Library).	1	Having qualification of Intermediate/+2 Pass with Diploma in Library Science and P.G.D.C.A. from any Government recognized institute.	..	₹ 5,200—20,200/- + G. P. 2,000/-	By direct recruitment
	50	Homoeopathy Assistant.	1	₹ 5,200—20,200/- + G. P. 1,800/-	On deputation from the Health Department of the State Government.
	51	Generator Operator.	1	Should have passed H. S. C. Examination and Electrical Trade from any Government recognized I. T. I.	2 years of practical experience in Electrical Trade.	₹ 5,200—20,200/- + G. P. 2,000/-	By direct recruitment
	52	Diarist	2	Should have passed Class-VIII.	Should have minimum experience of 5 years working in feeder cadre.	₹ 5,200—20,200/- + G. P. 1,900/-	By promotion from the post of Treasury Sarkar or such other post equivalent thereto in Group-C, basing on the merit with due regard to seniority and suitability.

1	2	3	4	5	6	7	8
Group - C	53	Copyist	6	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto. He/She must have adequate knowledge in Computer Application.	..	₹ 5,200—20,200/- + G. P. 1,900/-	By way of absorption from the post of Remunerated Copyist.
	54	Driver	30	Should have passed H. S. C. Examination and possessed of valid L. M. V. Driving License with knowledge of Motor Vehicle Mechanism. He must be willing to work even at odd hours and on Sundays/holidays.	3 years of experience in driving of L.M.V. in any Govt. or recognized organization.	₹ 5,200—20,200/- + G. P. 1,900/-	50% of the posts shall be filled up by direct recruitment and the rest 50% of the posts shall be filled up from the Group - D personnel subject to their passing the Practical Test (Driving Skill and Mechanical Skill) and Personal Interview and as per the modalities, regarding qualifying marks etc., to be formulated by the Selection Committee.
	55	Pharmacist	1	₹ 5,200—20,200/- + G. P. 2,400/-	On deputation from the Health Department of the State Government.
	56	Laboratory Technician.	1	₹ 5,200—20,200/- + G. P. 2,400/-	On deputation from the Health Department of the State Government.
	57	Health Worker (Female).	1	₹ 5,200—20,200/- + G. P. 2,000/-	On deputation from the Health Department of the State Government.

1	2	3	4	5	6	7	8
Group - C	58	Junior Grade Typist/Data Entry Operator.	22	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto and type writing with a minimum speed of 40 words per minute and should have passed in Computer Application from any Government Diploma recognized institute.	..	₹ 5,200—20,200/- + G. P. 1,900/-	By direct recruitment
	59	Treasury Sarkar	1	Should have passed Class - VIII having working knowledge in English.	Should have minimum experience of 3 years working in feeder cadre.	₹ 4,930—14,680/- + G. P. 1,750/-	By promotion from the post of Group - D employees having highest Scale of Pay in the said group basing on merit with due regard to seniority and suitability.
	60	Remunerated Copyist.	6	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto. He/She must have adequate knowledge in Computer Application.	..	Remuneration as fixed by the Govt. from time to time.	By direct recruitment
Group - D	61	Zamadar	26	Should have passed Class - VIII and should have capacity to deal with the Hon'ble Judges.	Should have minimum experience of 5 years working in feeder cadre.	₹ 4,860—14,680/- + G. P. 1,600/-	By promotion from the post of Group - D employees basing on the merit with due regard to seniority and suitability.
	62	Duftary	12	Should have passed Class - VIII and with ability to read simple Odia and English & proficiency in stitching and binding work.	Should have minimum experience of 5 years working in feeder cadre.	₹ 4,860—14,680/- + G. P. 1,600/-	By promotion from the post of orderly and office peon or such other equivalent post basing on the merit with due regard to seniority and suitability.

1	2	3	4	5	6	7	8
63	Attender	3	3	Should have passed Class - VIII	Should have minimum experience of 5 years working in feeder cadre.	₹ 4,860—14,680/- + G. P. 1,600/-	By promotion from the post of orderly and office peon or such other equivalent post basing on the merit with due regard to seniority and suitability.
64	Cook-cum-Caretaker.	2	2	Should have passed Class - VIII with adequate knowledge and skill in cooking, cleaning, housekeeping and household works.	Should have minimum experience of 5 years working in feeder cadre.	₹ 4,860—14,680/- + G. P. 1,600/-	By promotion from the post of orderly and office peon or such other equivalent post basing on the merit with due regard to seniority and suitability.
65	Mali-cum-Chowkidar.	1	1	Should have passed Class - VIII with practical knowledge in gardening.	Should have minimum experience of 5 years working in feeder cadre.	₹ 4,860—14,680/- + G. P. 1,600/-	By promotion from the post of orderly and office peon or such other equivalent post basing on the merit with due regard to seniority and suitability.
66	Orderly & Office Peon.	181	181	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.	₹ 4,750—14,680/- + G. P. 1,500/-	By direct recruitment
67	Farash	14	14	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.	₹ 4,750—14,680/- + G. P. 1,500/-	By direct recruitment

1	2	3	4	5	6	7	8
68	Night Watchman.		6	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		₹ 4,750—14,680/- + G. P. 1,500/-	By direct recruitment
69	Mali		31	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping, and other household works and gardening. He must be willing to work even in odd hours.		₹ 4,750—14,680/- + G. P. 1,500/-	By direct recruitment
70	Gate Keeper		1	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		₹ 4,750—14,680/- + G. P. 1,500/-	By direct recruitment
71	Permanent Mulia		1	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		₹ 4,750—14,680/- + G. P. 1,500/-	By direct recruitment

1	2	3	4	5	6	7	8
72	Sweeper	15	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.			₹ 4,750—14,680/- + G. P. 1,500/-	By direct recruitment
73	Sweeper-cum-Farash.	2	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.			₹ 4,750—14,680/- + G. P. 1,500/-	By direct recruitment
74	Medical Attendant.	1		₹ 4,750—14,680/- + G. P. 1,500/-	On deputation from the Health Department of the State Government.
TENURE POST.	75	Law Reporter	1	An Advocate with at least 10 years of standing practice in the High Court of Orissa.	10 years	₹ 25,000/- (Consolidated).	By selection from the members of the High Court Bar Association.

SYLLABUS OF EXAMINATION FOR THE POST OF SYSTEM ANALYST / PROGRAMMER

The Recruitment Examination for the post of System Analyst / Programmer shall consist of Written Examination, Computer Skill Test and *Viva voce* test on the following subjects carrying marks and duration as shown against each:—

(A) Written Examination		150 marks	3 hours
(B) Computer Application :			
(i) Theory		100 marks	1½ hours
(ii) Skill Test in Computer (practical)		50 marks	1 hour
(A) The Written Examination shall consist of following papers :—			
1	English (Essay, Précis writing, Translation, Re-translation and Grammar).	100 marks	2 hours
2	General Awareness	50 marks	1 hour
(B) The Computer Theory and Skill Test shall consist of :—			
Working knowledge of Unix/ Open source Software/ Windows/ My SQL/ Post Gre SQL/ other RDBMS package, System Analysis and Programme Development in JAVA/ JSP, ASP, PHP, DoT NET, Configuring Servers and Networking Components in Linux and Windows environment.			
(C) Viva voce Test		20 marks	

**SYLLABUS OF EXAMINATION FOR THE POST OF
ASSISTANT SECTION OFFICER / TRANSLATOR**

The Recruitment Examination for the post of Assistant Section Officer / Translator shall be consisting of Written examination, Computer Application Test and *Viva voce* Test as detailed below :—

(A) Written Examination		400 marks	
Sl. No.	Subject	Marks	Duration
1	English (Essay, Précis writing, Translation, Re-translation and Grammar).	100	2 hours
2	Mathematics (Arithmetic, Algebra, Mensuration, Statistics & Probability.).	100	2 hours
3	General Awareness (Current Affairs, National & International events, Major financial/economic news, Budget & Five Year Plans, Books & Authors, Awards & Honours, Abbreviations, Important Days, Who's Who, Sports, General Science, International & National Organization, History, Geography, Politics, Civics and Culture.)	100	1 hour
4	Test of Reasoning/ Mental ability (Verbal & Non-verbal)	100	1 hour
(B) Computer Application Test		100	1 hour
[Computer Fundamentals, Windows (MS- Windows), MS Office (Word, Excel & Power Point), Linux Fundamental and Open office application, Usage of Internet Operation, Communication Technology, Networking Concepts (LAN, Ethernet, Broad Band, Wireless) and Digital Signature]			
	Computer Application	Marks	Duration
	(i) Theory	50	1 hour
	(ii) Skill Test	50	1 hour
(C) Viva voce Test		40	

SYLLABUS OF EXAMINATION FOR THE POST OF PERIPATETIC STAMP REPORTER

The syllabus of the Recruitment Examination for the post of **Peripatetic Stamp Reporter** shall be as follows:-

A. Written examination shall be consisting of three papers each carrying 100 marks for 2 hours duration each.

Paper-1 English

Subject	Marks	Duration
1. (Essay, Précis writing, Translation, Re-translation and Grammar).	100	2 hours

Paper- 2 Law (I)

	Marks	Duration
1. Section 15 to 20, Order VII Rule 1 to 9, Order VIII Rule 6-A to 6-G of the Code of Civil Procedure, 1908.	25	} 2 hours
2. Chapter-III, Schedule-I & II (ad valorem court fees & fixed court fees) of the Court Fees Act, 1870.	25	
3. Section-4 & 8 of the Suits Valuation Act, 1887	25	
4. The Odisha Civil Courts Act, 1984	25	

Paper-3 Law (II)

	Marks	Duration
1. Section-35, 36, 37 & 38 and Schedule-I of the Indian Stamp Act, 1899.	25	} 2 hours
2. Part-III (Computation of period of limitation) under Limitation Act, 1963.	25	
3. Section 34 to 41 of the Specific Relief Act, 1963	25	
4. G.R. & C.O. (Civil) & (Criminal)	25	

B. The Computer Skill Test shall consist of : **100 Marks** 1 hour

- (i) Word Processing (MS Word)
- (ii) Spread Sheet (MS Excel)
- (iii) Presentation knowledge (MS Power Point)
- (iv) MS Access

C. Viva voce Test **30 Marks**

**SYLLABUS OF EXAMINATION
FOR THE POST OF JUDICIAL INDEXER**

The syllabus of the recruitment Examination for the post of **Judicial Indexer** shall be as follows:-

- A. The written test** shall be consisting of three papers each carrying 100 marks for two hours duration each.

Paper-1 English

Subject	Marks	Duration
1. (Essay, Précis writing, Translation, Re-translation and Grammar).	100	2 hours

Paper-2 Law (I)

Sl. No.	Subject	Marks	Time
1	Constitution of India,	20	2 hours
2	Code of Civil Procedure, 1908	20	
3	Code of Criminal Procedure, 1973	20	
4	Indian Penal Code, 1860	20	
5	Ability to prepare Head Note of Judgments	20	

Paper-3 Law (II)

Sl. No.	Subject	Marks	Time
5	Law of Contracts and Torts	25	2 hours
6	Hindu & Mohammedan law	25	
7	Transfer of Property Act, 1882	25	
8	Limitation Act, 1963	25	

B. The Computer Skill Test shall consist of : **100 Marks**

- (i) Word Processing (MS Word)
- (ii) Spread Sheet (MS Excel)
- (iii) Presentation knowledge (MS Power Point)
- (iv) MS Access

C. Viva voce Test **30 Marks**

**SYLLABUS OF EXAMINATION
FOR THE POST OF LIBRARIAN / TECHNICAL ASSISTANT (LIBRARY)**

The Recruitment Examination for the post of **Librarian / Technical Assistant (Library)** shall be as follows:—

1. Written Examination	200 marks	4 hours
2. Computer Skill Test	100 marks	1 hour
3. <i>Viva voce</i> Test	30 marks	

1. The Written Examination shall consist of following papers :—

Sl. No.	Subject	Mark	Duration
i English		100	2 hours
	(Essay, Précis writing, Drafting of letters, Translation and Re-translation and Grammar).		
ii Library Methods & Techniques:		100	2 hours
	(Laws of Library Science, Library Management, Library Cataloguing Theory & Practice, Reference of Information Sources).		
2. The Computer Skill Test shall consist of :		100	1 hour
	(i) Word Processing (MS Word)		
	(ii) Spread Sheet (MS Excel)		
	(iii) Presentation knowledge (MS Power Point)		
	(iv) MS Access		
	(v) Internet Operation/File uploading & downloading		

3. *Viva-Voce* Test : **30**

N.B.— The nature of examination/selection test of both the above posts shall be separately modulated keeping in view the educational qualification, eligibility criterion and pay scale as prescribed respectively for both the posts.

**SYLLABUS OF EXAMINATION
FOR THE POST OF JUNIOR STENOGRAPHER**

The syllabus of the recruitment Examination for the post of **Jr. Stenographer** shall be as follows:—

- | | |
|--|--------------------------|
| 1. Shorthand and Typewriting Test: | 100 Marks (5+10) minutes |
| The dictation test of an English passage containing 400 words shall be made at a speed of 80 words per minute and transcription on Computer at a speed of 40 words per minute. | |
| 2. General English:
(Essay, Translation, Re-translation and Grammar) | 100 marks 1 ½ hours |
| 3. Computer Application Test: (Qualifying in nature) | 100 marks 1 hour |
| (i) Theory | 50 (marks) |
| (ii) Skill Test [MS Office (Word, Excel & Power Point), MS Access, Internet Operation / File uploading & downloading]. | 50 (marks) |
| 4. Viva voce Test | 30 marks |

On the basis of the result in Shorthand and Typewriting Test & General English Tests, a merit list of candidates shall be drawn up and as per the decision to be taken by the appropriate Committee, the number of candidates out of the said merit list shall be called to appear in the Computer test which is of qualifying in nature. Thereafter the candidates who qualify in the Computer test shall be called to appear at *Viva voce* test. On the basis of the marks secured by the candidates in both the tests Shorthand and Typewriting Test & General English Tests, as well as the mark secured in the *Viva voce* test, the final select list shall be prepared in order of merit.

N.B.—The number of errors to be admissible in respect of Shorthand and Typewriting Test shall be decided by the Selection Committee/Appropriate Committee.

**SYLLABUS OF EXAMINATION
FOR THE POST OF GENERATOR OPERATOR**

The Recruitment Examination for the post of **Generator Operator** shall be as follows:—

- | | |
|---------------------------|----------------------|
| (a) Written Test | 100 marks 3 hours |
| (b) <i>Viva voce</i> Test | 20 marks |

(a) The Written Test shall consist of following papers :—

Sl. No.	Subject	Marks	Time
1	English and General Knowledge	100(50+50)	1 ½ hours
2	Test on Subject Knowledge	100	1 ½ hours

(i) Operation of AC / DC Generator & Transformer

(ii) Motor Repairing, Servicing, Testing &
Maintenance of Motors.

(iii) Generation, Transmission and Distribution of power
& operation of other related electrical appliances.

(b) <i>Viva voce</i> Test	20
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Practical knowledge in Operating Generator & other Electrical Appliances and experience in the related field, if any.

SYLLABUS OF EXAMINATION FOR THE POST OF DRIVER

For direct recruitment of Drivers through competitive examination, there shall be Written Examination , Practical Test (Driving Skill and Mechanical Skill) and Interview as follows:—

A. Written Test:

Total Marks: 25
(Minimum qualifying marks 15)

To adjudge whether he possesses thorough knowledge about Traffic Rules and Regulations, Road Signs, Knowledge of English Numerals and Figures.

Only those who qualify in the written test will be eligible to appear at comprehensive Practical Tests and Interview.

B. Practical Test:

1. Driving Skill

Total Marks: 25
(Minimum qualifying marks 15)

To adjudge the driving skills of the candidate, Road Sense, Road Safety, Manners, Attitude and Behavior.

2. Mechanical Skill :

Total Marks: 25
(Minimum qualifying marks 15)

To adjudge whether the candidate possesses good knowledge of Petrol, Diesel and CNG Engines working, vehicle mechanism, technical aspect and whether he is able to locate fault, rectify and carry-out minor running defects to asses the ability to change wheels, correctly inflate tyres, clear carburettor and plug etc.

C. Interview:

Total Marks: 25

(Minimum qualifying marks 15)

1. To assess the personality, driving habit, behavior, temperament of the candidate and his ability to act in case of emergency.
2. To ask general technical questions and adjudge the aptitude of the candidate including knowledge about maintenance of vehicle, safety precautions, fuel efficiency, automobile and general awareness and important locations in the State of Odisha.

**SYLLABUS OF EXAMINATION
FOR THE POST OF JUNIOR GRADE TYPIST / DATA ENTRY OPERATOR**

The candidates applying for the post of **Junior Grade Typist / Data Entry Operator** shall appear at the recruitment Examination on the following subjects:—

1. Typewriting Test (English) - 100 Marks (10 minutes)

- (a) The test will be held for 10 (Ten) minutes at a speed of 40 (forty) words per minute from a printed matter (400 words approximately).
- (b) While assessing the accuracy of reproduction, 1 (one) mark will be deducted for each mistake in the typed script. Omission of words shall be treated as mistakes. A candidate whose script reveals more than 20(twenty) mistakes, will be eliminated as disqualified.

2. Language Test - 100 Marks (2 hours)

This test should aim at evaluating candidates' knowledge in the English and Odia languages which will be designed as follows:—

- | | |
|---|----------|
| (i) An essay in English (containing 300 words) | 30 marks |
| (ii) Précis writing | 20 marks |
| (iii) Translation of a passage from English to Odia | 20 marks |
| (iv) Translation of a passage from Odia to English | 20 marks |
| (v) English Grammar | 10 marks |

3. Computer Application Test - 100 Marks

Computer Application	Marks	Duration
(i) Theory	50	1 hour
(ii) Skill Test [MS Office (Word, Excel & Power Point), MS Access, Internet Operation / File uploading & downloading.]	50	1 hour

4. Viva voce 20 Marks

**SYLLABUS OF EXAMINATION
FOR THE POST OF REMUNERATED COPYIST**

The candidates applying for the post of Remunerated Copyist shall appear at the recruitment examination on the following subject :—

A. Written Examination

200 Marks

Sl. No.	Subject	Marks	Duration
1.	English (Essay, Précis writing, Translation, Re-translation and Grammar).	100	2 hours
2.	Arithmetic	50	1 hour
3.	General Knowledge	50	1 hour

B. Computer Application Test

100 Marks

	Computer Application	Marks	Duration
(i)	Theory	50	1 hour
(ii)	Skill Test [MS Office (Word, Excel & Power Point), MS Access, Internet Operation/ File uploading & downloading]	50	1 hour

C. Viva voce Test

20 Marks

SYLLABUS OF EXAMINATION FOR GROUP-D POSTS

The syllabus for the Group D employees shall be as follows:

- | | | |
|--|-----|----------|
| 1. Written examination | | |
| i. Arithmetic (Simple calculation, i.e. addition, subtraction, multiplication and division of numbers) | ... | 40 Marks |
| ii. General Knowledge (Objective in nature) | ... | 40 Marks |
| iii. Writing on a topic in Odia | ... | 10 Marks |
| iv. Writing on a topic in English | ... | 10 Marks |
| 2. <i>Viva voce</i> | ... | 20 Marks |

N.B.—The Selection Committee may shortlist the candidates for *viva voce* by fixing qualifying mark in written examination. The merit list shall be drawn up on adding together the marks obtained by a candidate in written test and *viva voce*.

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